

# Civil Air Patrol Virginia Wing



## Color Guard Competition Rules of Engagement

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## **Rules of Engagement**

These rules will govern the 2005 Virginia Wing Color Guard Competition (CGC), and will remain in effect until superseded. Visit [www.vawg.cap.gov](http://www.vawg.cap.gov) and click “Cadet Programs” and “Color Guard Competition” for the latest CGC rules. CAPR 52-16, Cadet Program Management, governs CGC.

CGC team escorts should direct any questions or comments about these rules to Wing Project Officer as stated in the current Operation Order.

# Chapter 1 - General

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## *1-1. OVERVIEW*

### a. Purposes of the Virginia Wing Color Guard Competition (CGC).

- (1) To provide incentive and motivation for cadets to train and attain goals in leadership, aerospace education, physical fitness and teamwork.
- (2) To provide an opportunity for cadets to increase esprit de corps through excellence in training and performance.
- (3) To provide a public validation of the objectives of the Civil Air Patrol (CAP) Cadet Program.

### b. Objectives of the CGC.

- (1) To provide a competitive venue in which cadets can display their training and leadership skills.
- (2) To recognize and reward cadets whose training and performance is determined to be the best in the CAP Cadet Program.
- (3) To establish clearly defined standards for performance, which can be used at all CAP levels.
- (4) To provide a tool for measuring the success of the Cadet Program at all levels.
- (5) To provide an event that can be used in publicizing the Civil Air Patrol and can be used as a recruitment tool.

### c. Target group for the CGC.

- (1) All cadets in the CAP Cadet Program Virginia Wing should be targeted at the unit level. All cadets should be challenged to train and achieve at their highest possible level.
- (2) All senior members who have contact with cadets should be targeted at the unit level. They should be encouraged to teach, train and assist the cadets in their endeavors to be a part of the CGC.
- (3) All senior members in command positions above the unit level who have decision-making power in matters that affect the cadets' chances to participate in the CGC should be targeted.
- (4) Using publicity about the CGC and lower unit competitions as recruiting material should target the general public.

### d. Results of the CGC.

- (1) Cadets who compete at any level develop pride, esprit de corps and a sense of accomplishment.
- (2) Cadets and senior members have the reward of knowing what the cadets' skill and abilities are when they are "put to the test" in areas required by the CGC.
- (3) Cadets and senior members have fun and communicate that to others, providing motivation for other members to raise their level of performance and providing a recruitment tool to attract new members.

### e. Desired outcomes of the CGC.

- (1) Cadets increase their training and skills in leadership, aerospace education, physical fitness and teamwork.
- (2) Cadets use their increased skills and knowledge to get more involved in the Cadet Program at the unit level, thus creating a stronger program.

- (3) Outstanding teams and cadets are recognized and rewarded for achieving the goals and objectives set before them by CAP National Headquarters.
- (4) High standards of training and performance are established and taught to other cadets, thus increasing the level of training throughout the program.
- (5) Cadets and senior members gain a sense of belonging to a large organization by interaction with other members outside of their regular area of contact.

## ***1-2. GENERAL RULES***

- a. These Rules of Engagement (ROE) describes the general format and procedures for conducting the Color Guard Competition (CGC). The CGC is intended to be an event for ALL CAP cadets. Every effort should be made at the local unit level and the wing level to make the competition available to any cadet who wishes to apply himself/herself to competing and excelling.
- b. To be eligible to compete in the CGC, a team must first be selected by the group commander through a group level competition. Group Commanders are encouraged to use this CGC ROE to conduct a competition and select teams.
- d. Group commanders must forward to the Virginia Wing CGC Project Officer, no later than 10 days prior to the competition, the form in Attachment 11, listing the team members' names, CAP Identification Numbers, and unit numbers along with the e-mail address and business and home phone numbers of the head escort. Two escorts must be listed for each for each Color Guard, additional escorts are optional. Escorts must remain with the teams at all times and will be billeted with the teams if staying overnight. One male and one female escort must accompany teams composed of both male and female cadets if staying overnight. Teams composed entirely of one gender may be accompanied by a male and female escort or by two escorts of the same gender as team members. Escorts must be at least 25 years old. Group commanders must submit to Wing Project Officer the name of the escort for each team who will serve as the Point of Contact.
- e. The CGC is based on traits of leadership and personal responsibility. Any behavior contrary to the highest standards will not be tolerated and may result in individuals or an entire team being disqualified.
- f. When the CGC takes place on an active-duty military installation, all CAP members will be expected to be familiar with the proper protocol of saluting, honors to the flag during reveille and retreat, and other customs and courtesies.
- g. Wing Headquarters/DCP will designate a CGC Project Officer. This individual, along with their staff, and the Air Force Reserve support team are responsible for direction, policy interpretation, implementation, and in general the success of the CGC.

## ***1-3. JUDGING OFFICIALS***

- a. The CGC Project Officer will appoint all CGC judges and officials. To ensure the most objective evaluation, a minimum of three judges will be assigned to judge all of the events in the competition.
- b. The Project Officer will designate one judge as the Chief Judge.
- c. In no case will a relative of a competitor or a person with any affiliation to a competing unit be selected as a judge.
- d. A timekeeper and recorder will be appointed. The timekeeper's primary function is to record the total time a team uses during its presentation and to notify the Chief Judge of the time used. The

recorder is responsible for distributing and collecting the judges' score sheets, tabulating totals, transcribing scores, and checking records for accuracy. Additional personnel will be assigned as line judges for events to judge boundary violations.

e. A CGC staff member, AF Reservist, or other disinterested party will be designated the Event Marshal (EM) for each event. The function of the EM is to direct each team to the designated starting point, brief team commanders as necessary, and direct the start of each performance once everyone is ready. The EM generally keeps each event flowing smoothly and in a timely manner.

f. Judges will be expected to read and be thoroughly familiar with the Judges' Briefing Notes (see Attachment 1) and the regulations, manuals, and publications listed in Attachment 2. They will be required to evaluate the competition in light of those notes and the applicable regulations and manuals as listed.

g. Judges will be required to complete their score sheets thoroughly, to include written comments on the score sheets to justify their scores on each event.

#### ***1-4. SCORING***

a. The rank order method of relative scoring will be used for the CGC.

b. For each event, the teams will be rank ordered based on the final tally, into 1st through 3rd places (or further places based on number of Groups represented in the competition). The first place team will receive 1 point; the second place team will receive 2 points; the third place team 3 points; and so forth. The lowest total rank order score achieved by a team for all events in the competition will be declared the winner of the competition.

c. The rank order score for the In-Ranks Inspection, Standard Drill, Outdoor Posting, Indoor Posting, Written Examination, and Mile Run events will be determined based on each team's total score.

d. Each judge will score separately the In-Ranks Inspection, Outdoor Posting and Indoor Posting using score sheets that are specific for each event (see Attachments 3 and 4). Following completion of each of these events, the recorder will collect the score sheets from each judge, calculate their combined scores, and determine the rank order.

e. Ties should be rare, but if there is a tie in the scores of a specific event, the tie will not be broken. If, for example, the top four teams in an event finish with scores of 290, 275, 275, and 250, the team with 290 would receive a rank order score of 1, the two teams with 275 would receive rank order scores of 2 (they are tied for second place), and the team with 250 would receive a rank order score of 4.

f. In case of a tie for first, second, or third place in the overall competition of the CGC, the rank order finish in the Written Examination will be referenced to break the tie. If the teams are still tied, the rank order scores for the Mile Run will be used to determine the winner.

g. The cadet team commander must present appeals of any judges' decision, in writing, to the Wing Project Officer within the time limit specified in the team briefing. The Wing Project Officer will meet with their staff to discuss the dispute and will render a final decision in a timely manner.

h. Feedback to teams will be provided following the competition. Judges will be required to make comments and explanations directly on the score sheets to support their scores. Each team will be briefed on the judge's comments. The purpose of the feedback is strictly for the education of the teams. No decisions may be appealed based on the feedback from the judges.

### ***1-5. CGC SCHEDULE AND BRIEFING***

- a. Prior to arrival at CGC, all teams will receive a schedule of events from the Wing Project Officer. Upon arrival of all competing teams at CGC, the Wing Project Officer will conduct a team briefing.
- b. The cadet commander and one escort from each team will attend the team briefing. The briefing will include, but not be limited to the topics listed in the CGC Team In-briefing Checklist (see Attachment 5). Any questions regarding implementation of the rules should be addressed at this time. The Wing DCP, in consultation with the Wing Project Officer, will decide any conflicts or confusion.

### ***1-6. CGC SEQUENCE***

- a. Order of Appearance: At the team briefing, teams will be randomly selected to establish the order of appearance for this competition.
- b. Call to the Presentation Area. The Event Marshal (EM) will line up the teams and make sure all the judges are ready before the team begins its presentation. Teams **WILL NOT** start an event; i.e. **NOT** march into any competition area before the EM directs them to begin or be subject to a penalty for boundary violation.
- c. Entry to the Presentation Area. The team will enter the presentation area from the Chief Judge's right, from a point designated by the EM. See Attachment 6 (Color Guard) for diagrams of the presentation areas and judges' positions.
- d. Start of judges' observation of the team. The judges will begin observing the team for purposes of evaluation and scoring of an event at the moment they form up at the designated starting point on the boundary of the presentation area. Evaluation will continue until the team is completely off the presentation area at the conclusion of their presentation.
- e. Timing of events. The timekeeper will start the clock for each timed event at the instant the Chief Judge drops his/her salute for the last time in the prescribed reporting procedure (See Reporting Procedure in each event description). The timekeeper will stop the clock as specified in each event description.
- f. Presentation Area. Whenever possible, the presentation area will be a minimum of 50'x90,' which is the size of a standard high school basketball court. However, if necessary, the Wing Project Officer will use the most appropriate presentation area available and teams will be expected to adapt to the designated area. Any deviations to the dimensions of the presentation area will be announced at the team briefing.
- g. The Chief Judge will normally be located four paces outside of the presentation area.
- h. If the drill portion is to be conducted in an area that does not allow street shoes, athletic shoes with non-marking soles will be required. This requirement will be communicated to the teams in advance of the competition.

### ***1-7. SPECTATORS.***

- a. All CAP members are invited and encouraged to attend the CGC. Family members and friends are also welcome to attend.
- b. Spectators must understand that they are spectators only and will not be involved in the competition.
- c. Spectators must make their own arrangements for transportation, lodging, and meals.

- d. The CGC Director will announce at the initial team briefing opportunities for spectators to view events. Spectators may not be allowed in some events because of space limitations or to preserve the specific challenge of the event.
- e. Spectators may videotape or take non-flash pictures of most events. Videotapes will not be used to affect the event outcome in any manner. The Wing Project Officer will have the final decision on restrictions pertaining to video and photography.

### ***1-8. AWARDS***

- a. Wing Headquarters will provide the following certificates for the CGC:
  - (1) Wing Commander's Award for first place in the Wing Color Guard Competition
  - (2) First place awards for each event listed below:
    - (a) In-Ranks Inspection
    - (b) Standard Drill
    - (c) Indoor Practical Drill
    - (d) Outdoor Practical Drill
  - (3) Individual awards as listed below:
    - (a) Award for fastest run times for male and female
    - (b) Highest Written Examination Award

### ***1-9. MILE RUN***

- a. Teams will report to the prescribed location in proper uniform and await the EM's call to the starting point. All of the team members will participate in the event.
- b. Physical Fitness Uniform. Teams will wear athletic shorts, T-shirts, appropriate undergarments, and athletic shoes and socks (no cleated shoes are allowed). Teams may choose to wear warm-up suits as outer garments. All attire should be appropriate and in good taste. Cadets are free to wear any appropriate religious clothing (for example, those not allowed to wear shorts may wear appropriate clothing authorized by their faith practice).
- c. Competition officials will include a minimum of one starter/judge, two timekeepers, and two recorders.
- d. The Mile Run time for all members of each team will be totaled (female times will be converted to male times by subtracting 1½ minutes). The team with the lowest total time will be the winner.
- e. Cadets in Physical Fitness Category II must present a doctor's certification of Category II requirements to the CGC Project Officer. Upon proper certification, the cadet will be considered the same as a Physical Fitness Category III cadet for purposes of the competition (See paragraph 1-9g). This also applies to a cadet who sustains an injury or illness at the CGC. He/she will be placed in Category II, upon verification by event staff.
- f. Cadets in Physical Fitness Category III or IV must present a doctor's certification of Category III/IV requirements to the CGC Director.
- g. If a team has fewer than 5 cadets for the CGC, for any reason other than approved Category II or Category III status, each absent cadet will be given an average of the participating cadet scores. A cadet who is Cat II or Cat III will be given a score equal to the individual time recorded for the overall slowest cadet in the Mile Run.

## ***1-10. PERSONAL APPEARANCE***

- a. Uniform appearance is an important part of the Virginia Wing Color Guard Competition. In order to maintain the integrity of the competition, it is important that only competing cadets perform any and all actions associated with preparing their uniforms for competition, to include laundry, ironing, shoe preparation, and the placement of accoutrements. The Color Guard commander and other competing cadets may assist in the preparation of uniforms of junior cadets. This should be done in an educational manner so as to ensure junior cadets learn from the experience. Senior member/parent participation is limited to providing instruction and advice.
- b. Haircut for male cadets and hairstyles for female cadets will meet standards prescribed in CAPM 39-1.
- c. Female cadets may wear cosmetics that complement their complexions and are in good taste.
- d. No articles will be carried in shirt pockets. Non-bulky items may be carried in pants pockets.
- e. Except as prescribed by this regulation or the CGC Project Officer, cadets will be in uniform at all times. Escorts will wear the same uniforms as the cadets unless they do not meet the standards found in CAPM 39-1, in which case they should wear appropriate CAP clothing. CAP senior members do not wear shoulder cords.
- f. Uniforms may be tailored, but not form fitting or drastically altered as to not present a comfortable fit.
- g. Professionally prepared and permanently mounted ribbons are not authorized.
- h. Military creases are not authorized.

## ***1-11. PENALTIES***

- a. The following types of penalties will be enforced during CGC:
  - (1) Boundary violations: stepping out of bounds during marching events.
  - (2) Timing violations: completing an event outside the published time requirements.
  - (3) Sequence violations: performing a mandatory action out of the order prescribed.
  - (4) Omission violations: failing to perform a required action.
  - (5) Prohibition violations: performing an action specifically prohibited in the regulation.
  - (6) Conduct violations: inappropriate behavior, unsportsmanlike conduct, loss of team military bearing.
  - (7) Other items briefed in the team brief.
- b. Generally, a team will be assessed a penalty for a given violation only once per event, no matter how many times that particular violation occurs; however, committing a violation in a different manner may result in multiple assessments; e.g., a team that steps out of bounds twice during a performance would only be penalized once; however, a team that enters the presentation area before being directed by the Event Marshal and who then steps out of bounds while performing in their drill would be assessed two penalties even though both are boundary violations.

## ***1-12. CHANGES***

Any changes to CGC procedures will be effective upon publication in any document listed in Attachment 2 or when briefed at the CGC team briefing.

### ***1-13. MISHAPS***

In the event of a reportable mishap, CAP's self-insurance will be in effect but as secondary to the member's insurance (see CAPR 900-5 for details). The CGC Director will ensure all reporting actions are taken and that the proper reports are initiated. It is the team escort's responsibility to complete the appropriate paperwork for members and guests of their team, to include any CAPF 78 and CAPF 79. The escort will submit such reports to the CGC Project Officer prior to departing CGC.

## **Chapter 2 - Virginia Wing Cadet Color Guard Competition**

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### **2-1. GENERAL**

- a. The publications listed in Attachment 2 of this ROE will be used as the basis of the CGC. Judges will use these publications as the basis for scoring. Scores for marching events will be annotated using the Cadet Color Guard Competition score sheets (see Attachment 3).
- b. A cadet color guard team will be composed of five cadets (four primaries and one alternate). The primary team will ideally consist of two cadet airmen (the guards) and two cadet NCOs (the flag bearers). Cadet Officers are not permitted to participate in this competition. The alternate may replace a primary cadet who is unable to compete; however, a primary cadet, replaced by an alternate for any reason, must compete as an alternate for the duration of the competition. Participants must be listed on the Monthly Membership Listing prior to the competition.
- c. The competition consists of seven events: In-Ranks Inspection, Standard Drill, Indoor Practical Drill, Outdoor Practical Drill, Written Examination, and the Mile Run. All five members will compete in each event except Standard Drill, Indoor Practical, and Outdoor Practical.
- d. Each designated presentation area will have a starting point and a ready line (see Attachment 6). As each team begins their presentation, the next scheduled team will proceed to the ready line and may stand at ease until called to the starting point by the EM.

### **2-2. UNIFORM**

- a. All uniform items must be worn in accordance with CAPM 39-1, Civil Air Patrol Uniform Manual.
- b. The authorized uniform for male cadets is the short-sleeve blue shirt (with epaulets) and blue trousers. The authorized uniform for female cadets is the short-sleeve blue blouse (with epaulets) and blue slacks or skirt. No ties or tabs will be worn with this uniform.
- c. Ties and Tie Tabs will not be worn. Ribbons and white shoulder cord will be worn. Taps on shoes are not authorized.
- d. Color guards will wear the accessories listed below. All items are found in either the CAPMart catalog or any parade accessory catalog. No other items are authorized.
  - (1) White gloves
  - (2) White pistol belt
  - (3) White shoulder cords
  - (4) Rifles (non-functioning and identical)
  - (5) White flag carrier (sling)
- e. The guards and alternate will wear the pistol belt for all marching events. The flag bearers will have the option of wearing the pistol belt only during the outdoor practical competition. For all other marching events, the flag bearers will wear the flag carrier under the epaulets with the socket just below the belt. The color guard team will wear flight caps.
- f. Inoperable marching/parade rifles are required and will not be provided at the competition.
- g. Each team must bring and carry their respective unit flag and a US flag. Stands of a standard size (per CAPR 900-2) will be provided or the team may use their own stands.
- h. The CGC Staff will provide a US flag to be used for the Outdoor Practical Drill.

### ***2-3. IN-RANKS INSPECTION***

- a. The In-Ranks Inspection will take place in the standard presentation area. Changes to the location will be clearly identified by the competition officials prior to this event. This will be the first event judged in uniform.
- b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard team will form up in rank formation (at close interval and with the alternate 2 paces to the rear of the US flag bearer) at the designated starting point (see Attachment 6). Team members will wear all prescribed color guard uniform items as for the Standard Drill, except flags will not be carried (See paragraph 2-2).
- c. When directed by the EM, the color guard commander will order the guards to right shoulder arms, then march the team into the presentation area. The alternate will follow two paces to the rear of the US flag bearer. The color guard commander will direct the team to execute a Half Left About and a Halt, in such a manner as to position the team 12 paces from, and with the US flag bearer centered on the Chief Judge. The alternate will halt centered behind the US flag bearer. The color guard commander will command, "Present, ARMS." The color guard commander will report to the Chief Judge; saying, "Sir/Ma'am, the [Unit/Group Name] Color Guard reports for Inspection."
- d. The Chief Judge will return the salute, and the color guard commander will command Order ARMS. The judges will inspect the team.
- e. When the last judge has completed the inspection and returned to stand behind the Chief Judge, the color guard commander will command, "Present ARMS." The Chief Judge will return the salute. The color guard commander will command, "Order ARMS," "Right Shoulder ARMS," "Half Right About, MARCH," and "Forward, MARCH" and depart the presentation area to the Chief Judge's left.
- f. The inspection will be scored on the following criteria:
  - (1) Report in/out
  - (2) Proper wear of the uniform
  - (3) Cleanliness and neatness of uniform and equipment
  - (4) Grooming standards
  - (5) Military bearing
  - (6) Overall appearance of team
- g. The In-Ranks Inspection is not a timed event.

### ***2-4. STANDARD DRILL***

- a. General. This portion of the competition tests each team's proficiency in marching, turning, and passing in review as they would when called upon to participate in a parade.
- b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard, without the alternate, and with all color guard accessories, will form up in one rank at the designated starting point (see Attachment 6). The flag bearers may use either one or both hands to steady the flags as long as both flag bearers are in unison. The guards will march at right shoulder arms.
- c. When directed by the EM, the color guard commander will march the team into the presentation area. The color guard commander will direct the team to execute a Half Left About and a Halt, in such a manner as to position the team 12 paces from, and with the American flag bearer centered on, the Chief Judge. The color guard commander will command,

“Present, ARMS.” The color guard commander will report to the Chief Judge; saying, “Sir/Ma’am, the [Unit/Group Name] Color Guard reports for Standard Drill.” The Chief Judge will return the salute (The Standard Drill three-minute clock starts).

d. Drill Routine.

(1) The color guard commander will proceed with the drill, in sequence, and without adding any commands, as follows:

1. Order, ARMS (Flags at Order)
2. Parade, REST (Flags at Parade, Rest)
3. Color Guard, ATTENTION
4. Port, ARMS (Flags at the Carry)
5. Right Shoulder, ARMS
6. Present, ARMS (Flags at the Carry)
7. Order, ARMS (Flags at the Carry)
8. Right Shoulder, ARMS (Flags at the Carry)
9. Forward, MARCH
10. Half Left About, MARCH
11. Forward MARCH
12. Half Left About, MARCH
13. Forward MARCH
14. Right About, MARCH
15. Forward MARCH
16. Half Right About, MARCH
17. Forward MARCH
18. Half Right About, MARCH
19. Forward MARCH
20. Left About, MARCH
21. Forward MARCH
22. Half Left About, MARCH
23. Forward MARCH
24. Eyes, RIGHT (for Chief Judge)
25. Ready, FRONT

(2) The Color Guard will march off the presentation area to the designated Ending Point (see Attachment 6) and will not report out to the Chief Judge. The Color Guard will be expected to utilize the entire presentation area as shown in Attachment 6.

e. Timing. The timekeeper will start the clock when the Chief Judge returns the color guard commander’s salute at the initial report in. The timekeeper will stop the clock when the team steps out of the presentation area. Each team will have a minimum of three minutes for the Standard Drill event. There is no maximum time.

## ***2-5. PRACTICAL INDOOR DRILL***

a. General. Color guards are frequently called upon to present the colors at various indoor ceremonies such as formal dinners, award presentations, or commander’s calls. This event seeks to evaluate the color guard team’s ability to quickly assess a room setting, develop a plan, and present and retire the colors professionally. Because the concept of this competition is based upon no prior knowledge of the room, the room will not be available for preview by the team or spectators at any

time before the event. Any spectators entering the room during the event will be required to remain in the room until the competition is complete.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard will form up at the starting point, wearing all color guard accessories. When directed to begin by the EM, the color guard commander (alone and without flag) will report to the Chief Judge and say, "Sir/Ma'am, the [Unit/Group Name] Color Guard reports for Indoor Presentation of the Colors."

The Chief Judge will return the salute (The timekeeper will start the five-minute clock).

c. The team will have a maximum of five minutes to assess the layout of the room and plan how they will proceed. This timed period begins with the return of the color guard commander's first salute by the Chief Judge (See paragraph 2-5b.). The timed period ends at the color guard commander's second salute (See paragraph 2-5d.). It is the color guard commander's responsibility to keep track of the time used. The timer will not prompt the team.

d. If the starting layout of the room is not correct, the team should use part of this five-minute assessment/planning period to move items (such as the podium, flag stands, etc.) as necessary to ensure the colors are posted properly. At the completion of this assessment, the team will reform at the designated starting point and the color guard commander (alone and without flag) will report to the Chief Judge and say, "Sir/Ma'am, the [Unit/Group Name] Color Guard is ready to post the colors" (The timekeeper will stop the five-minute clock). The Chief Judge will return the salute and order the posting of the colors.

e. The Color Guard Practical Indoor Competition is considered an innovative event. Each team may devise their own plan for positioning the team in keeping with standard drill movements and regulations pertaining to the Colors. The guards will be permitted to march at Right Shoulder Arms or Port Arms. The color guard will march as a team to the designated location, salute the audience (Present Arms will be called), and post the colors. After the colors have been posted, the color bearers will salute the US flag (however, the command, "Present, ARMS" will not be given). The color guard will then reform and retire to the designated starting position. The color guard commander will step two paces forward from the formed color guard, face the Chief Judge, salute, and say, "Sir/Ma'am, the colors have been posted." The Chief Judge will return the salute and order the retrieval of the colors. The color guard commander will rejoin the color guard and march to the team to retrieve the colors. The color bearers will salute the flag (however, the command, "Present, ARMS" will not be given), retrieve the colors, reform, and retire to the designated starting position.

f. Timing.

(1) The team will have no more than five minutes to assess the room. The clock starts when the Chief Judge returns the color guard commander's salute at the initial report in. The clock stops when the color guard commander reports to the Chief Judge that the team is ready to post the colors.

(2) There is no time limit on the amount of time the color guard has to post and retrieve the colors; however, the ceremony should be done in a timely and expeditious manner while honoring the flag. Refer to the Virginia Wing Cadet Color Guard Competition score sheets (see Attachment 3) for potential penalties.

## ***2-6. PRACTICAL OUTDOOR DRILL***

a. General. This event will evaluate each color guard teams' ability to raise and lower the flag at the beginning and end of the duty day while rendering appropriate honor and dignity to the flag. Teams

are to be sequestered away from the event site to prevent observation of earlier competing teams (if facilities permit). Spectators will not be allowed access to teams in the holding area.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard will form up, without rifles, flags, or flag carriers, at the designated starting point. When directed by the EM to begin, the color guard commander will march the team into the competition area. The color guard commander may use discretion to determine where to halt the team.

c. The color guard commander will step out of the formation and report to the Chief Judge, saying, "Sir/Ma'am, the [Unit/Group Name] Color Guard reports for Outdoor Presentation of the Colors." The Chief Judge will return the salute and present a folded US flag to the color guard commander.

d. The color guard commander will rejoin the color guard and the team will march to the flagpole with the flag folded. The color guard commander will hand the flag to the flag attendant and only the remaining three-member color guard will raise the flag. The color guard commander does not participate in the flag-raising ceremony, but will render appropriate honors while the flag is being raised. The flag will be raised to the half staff position.

e. The halyard will be secured to the cleat and the color guard will reform as a four-person team. The color guard commander will give the command, "Present ARMS" and "Order ARMS," after which the color guard will retrieve the flag.

f. After the flag has been lowered and the halyards secured, the color guard will fold the flag. After folding the flag, the color guard will reform and march to a position six paces in front of the Chief Judge. The color guard commander will command, "Present ARMS," step forward, present the flag to the Chief Judge, and go to Present Arms. After the Chief Judge returns the salute, the color guard commander will go to Order Arms, return to join the color guard team, command, "Order ARMS" and march the team off the competition area.

g. There is no limit on the amount of time the team has to complete this event; however, the ceremonies must be conducted in a timely and expeditious manner while still honoring the flag.

h. Teams will generally be judged on their precision, military bearing, and how well they show respect to the flag. All individual and team movements must be grounded in the CAP Drill and Ceremonies Manual.

## ***2-7. WRITTEN EXAMINATION***

a. The Written Examination for color guard will consist of 50 multiple-choice questions selected to test knowledge in the following areas:

(1) Leadership requirements in Phases I and II of the cadet program

(2) General knowledge of the Civil Air Patrol corporation, including history, mission, and organizational structure

(3) Color guard movements and procedures from the CAP Drill and Ceremonies Manual

(4) General knowledge of CAPR 900-2

(5) General knowledge of CAPM 39-1

(6) General knowledge of CAPP 52-18

(7) Manual of Arms (see Attachment 8)

b. The test is administered to all cadets concurrently. At the time prescribed, the doors to the testing area will be closed, and only cadets present will be administered the examination. A time limit of 45 minutes will be in effect, with cadets remaining in the room upon completion of the examination.

c. Competition officials will include one examiner and two scorers/recorders.

- d. The total number of questions answered correctly by a team will be used to determine the rank order score for each team. All of the cadets from the team will participate in the written exam.
- e. If a cadet is absent from the written exam or a team only has 4 cadets, a score created from the average of all participating in the exam will be used for the missing cadet(s).

## **2-8. *MILE RUN***

The requirements for the Mile Run are described in paragraph 1-9.

# **Attachment 1 - Judges' Briefing Notes**

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## ***1. GENERAL***

- a. This attachment provides the CGC judges with the instructions, guidelines, and standards that they must use in judging each event in the CGC.
- b. Judges should not be swayed by teams who have matching physical fitness uniforms, matching jackets, or other forms of team identification.
- c. Judges are expected to be familiar with all competition requirements outlined in this regulation.
- d. Judges are to remain aloof from spectators, coaches, and competitors throughout the competition. Any questions, comments, concerns, or suggestions at any time are to be immediately referred to the Wing DCP, or the Wing Project Officer.
- e. Judges must understand this IS a big deal for the cadets. This is the highest level of competition of this nature to which they can aspire. Most have planned, studied, and practiced for this competition for an entire year, perhaps longer in some cases.

## ***2. SPECTATORS***

- a. If spectators are permitted to view the Indoor and the Outdoor Posting of the Colors, they must be kept from any contact or communication with the teams. This is necessary to ensure the challenge of the event for each successive team. The method for maintaining this security must be based upon the facility used.
- b. The team briefing must include specific information for the cadet commander and the escorts regarding restrictions and regulations to be followed.
- c. Spectators may make non-flash pictures or videotape recordings of most CGC events. The Wing Project Officer, the Wing DCP, or the Chief Judge may decide if photography and videotaping is a distraction to the event and will take measures to prevent such distractions.
- d. Judges will not view any videotapes or photographs of any event and will not take into account any videotapes or photographs in deciding the outcome of any event.
- e. The Wing Project Officer is responsible to establish proper supervision to ensure that all of the above standards are met.

## ***3. CGC SEQUENCE***

- a. Judges will not direct teams to begin an event. The Wing Project Officer or the Wing DCP will select a CGC staff member, AF Reservist, or other disinterested party to “marshall” each event; that is, to line up the teams and to make sure both the judges and the teams are ready before the performance starts. At risk of penalty, teams **MUST NOT** start an event; i.e., not march into any competition area before the marshaller directs them to begin. The method for this call to the presentation area will be announced in the team briefing.
- b. The Event Marshal must clearly indicate to each cadet commander the exact boundary of the presentation area and the position where the team should form up. This position must be consistent with the presentation area diagram (see Attachments 5 & 6) whenever possible.

- c. Teams are to be judged from the moment they form up on the boundary of the presentation area to the instant they step off the presentation area at the end of their presentation.
- d. The timekeeper must clearly understand the proper start time for the clock. The clock will start the instant the Chief Judge drops the last salute in the reporting procedure for the event. The clock stops at varying times for each event and the timekeeper must be aware of the stopping time for each event (See event descriptions in Chapters 2 and 3 of this directive).

#### **4. SCORING**

- a. Judging is to be as objective as possible, based upon the prescribed manuals and regulations listed in this directive. No other standards for judging or scoring the competition will be used unless approved by the Wing Project Officer and published appropriately.
- b. Judges are to be consistent with scoring. All teams are to be judged equally. A judge who is hard (or easy) on one team should be just as hard (or easy) with the other teams.
- c. The most important criteria for judges to look for is HOW a team appears, performs, and conducts itself. Judges should look for examples of lack of confidence, less than smooth execution, and non-adherence to regulations. On the positive side, judges should be aware of creativity, precision, military bearing, and boundless energy. CGC staff/AF Reservists/other disinterested parties will keep track of objective items such as timing, boundary violations, and sequence violations (omission of objective items will receive penalties).
- d. Just as important as what happens is how cadets react to the unexpected. For example, if a cadet's hat blows off in a gust of wind-that's OK because the cadet had no control of that; rather judges should look for a loss of composure and military bearing when it happens.
- e. When marking the score sheets, judges must mark one of the incremental numbers on the sheet and not write in a number between the given choices.
- f. Judges are required to make written comments on the score sheets. The comments must reflect the specific violations that contributed to a loss of points as well as citing performances that were significantly excellent to warrant high scores.  
Comments made by the judges will be made available to the teams for the purpose of education and encouragement. Judge's comments should reflect this purpose.
- g. The score sheets for the Written Examination and the Mile Run will not contain the names of the individual participants. The CGC staff will assign a code number to each participant upon registration. Team escorts will be given the code numbers for his/her own team and no other team.
- h. The primary venue for uniform inspection is the In Ranks Inspection. Judges should not be looking for and should not address minor uniform infractions noticed in other venues; however, judges may make note of serious uniform infractions such as failure to wear a cover or incorrect footwear.

#### **5. AWARDS**

- a. The following certificates will be presented at the awards formation following all of the events:
  - (1) 1<sup>st</sup> Place team
  - (2) 1<sup>st</sup> Place team for each event
  - (3) 1<sup>st</sup> Place for fastest mile run (Male and Female)
  - (4) 1<sup>st</sup> Place for best written exam

## ***6. EVENT MARSHAL***

- a. The Wing Project Officer or DCP will designate a CGC staff member, an AF Reservist, or other disinterested party who serves as the Event Marshal (EM) for each event. The EM maintains a smooth flow for the event and ensures all facets of the event move along in a timely manner.
- b. The EM is responsible for:
  - (1) Lining up the next team to compete at the appropriate starting point
  - (2) Briefing the team commander regarding the location of boundaries, the judges, the starting point, and the ending point, as well as any other items as necessary
  - (3) Ensuring spectators maintain proper decorum and remain clear of the competition area
  - (4) Ensuring all participants and all judges are ready before allowing the team to begin
  - (5) Signaling the team commander to begin their performance
  - (6) Ascertaining if any boundary or timing violations occurred during the performance and briefing the Chief Judge

## ***7. MILE RUN***

- a. The Wing Project Officer or the Wing DCP must assess the appropriateness of the physical fitness uniform and require cadets to change or cover anything deemed inappropriate. Cadets have the option to wear warm-up suits while running.
- b. The EM should announce at the team briefing the route of the Mile Run and the boundaries for spectators. This same information must be given again at the briefing just prior to the beginning of the event.
- c. The EM must explain clearly that the cadets who finish the Mile Run and wish to encourage their team members who are still running must remain within the announced boundaries for the spectators at all times.

## ***8. UNIFORM INSPECTION***

- a. Judges are to rate color guards based upon whether they have the correct, required equipment and uniform items and that these items are clean, pressed, and in good repair. Teams will wear only those items identified in paragraph 2-2 of the basic regulation. Refer to CAPM 39-1, CAP Uniform Manual, regarding specific uniform requirements, such as placement of ribbons, nametags, and wing patches, and the regulations pertaining to hem lengths, creases and alterations. For this event alone, one judge will be a CGC staff member who is familiar with CAP specific uniform requirements such as ribbon placement.
- b. Teams may choose to wear basic leather oxfords or patent leather oxfords. Alternatively, color guards may wear black parade boots (combat boots are not permitted). Footwear will be judged using the standards of proper fit, proper wear, and condition.

## ***9. GENERAL COLOR GUARD***

- a. The carrying of the US and Region flags is an honor bestowed only on responsible Cadet NCOs and Cadet Airmen who have demonstrated the highest caliber of behavior and military bearing.
- b. With the flag bearers in the center, the color guard is formed and marched in one rank at close interval. The color guard does not execute to the rear march or about face. When necessary to face

a different direction, the color guard will execute a left/right about or a half left/half right about (pivoting on the appropriate guard – never at the center).

c. On command of the US flag bearer, the guards present arms on receiving or parting with the US flag.

d. Positions of the flag.

(1) At order, the flagstaff rests on the ground touching the toe of the right shoe, the staff vertical, with the back of the flag bearer's hand to the right.

(2) At the carry, the flagstaff rests in the socket of the sling with the flag bearer's right hand grasping the staff at shoulder height. Both hands can be used but if one flag bearer uses two hands, they both must do so. The forearms are parallel to the ground and the staff is inclined slightly to the front. If indoors, the flagstaff may be held vertically, in the right hand such that the ferrule is approximately 2-3 inches above the ground with the left hand held across the chest with fingers joined and extended.

(3) Parade rest with the flag is similar to parade rest for the individual airman except the flag bearer keeps the staff vertical.

(4) The CAP or Region flag is dipped in salute. The US flag is never dipped, but always held vertically.

e. The flag is raised briskly up the flagpole. It is lowered slowly and with dignity.

f. Half Staff Presentation. When raising the flag to half staff, it is always raised to the top of the staff and then lowered to half staff. To retrieve the flag, it is first raised to the top of the staff and then lowered.

g. All color guard members except the person on the right flank execute eyes right.

h. Cased and folded flags are not saluted.

i. Any turning movement other than an "about" movement is prohibited.. An about movement is executed with the pivot point at the right or left guard. The movement must follow the Drill and Ceremonies Manual, paragraph 7.32.2.

j. The following actions will not be permitted: slamming rifles on the floor, twirling rifles, or any other rifle handling movements not specifically identified in the Manual of Arms (See Attachment 8). Also prohibited are stomping, high stepping or "goose" stepping, or slow (death) marching cadence.

k. The color guard will march with normal arm swing.

## ***10. COLOR GUARD STANDARD DRILL***

a. The color guard is expected to make full use of the 90' x 50' presentation area as they execute the prescribed standard drill routine.

b. No commands may be added or omitted while completing the routine.

c. The team may not go out of bounds without penalty.

d. There is no maximum time limit for this event. The minimum time is three minutes.

e. The Civil Air Patrol or Region flag will be dipped upon the command of execution, not upon the preparatory command.

## ***11. COLOR GUARD PRACTICAL INDOOR***

a. The CGC event staff will select and sequester a room for this event. The judges and the CGC staff will set up the room prior to the event and determine a designated starting point for the teams.

- b. The EM will brief each team prior to their entry into the room. This briefing will include instructions regarding the starting point and the location of the Chief Judge for the initial reporting.
- c. The CGC staff will determine if spectators will be allowed to watch the event and announce the ground rules to the spectators prior to permitting them inside the room.
- d. The audience must be seated before the actual event starts. No one will be admitted while a team is performing. Once admitted to the room, no one may leave until the competition has ended. The CGC staff will explain to spectators that the restrictions are for the purpose of protecting the integrity of the event.
- e. The CGC staff will decide whether team members/escorts will be allowed to leave the venue after completing their portion of the competition. This determination will be briefed at the team meeting.
- f. The team has five minutes to assess the room. The timekeeper will not volunteer how much time the team has left in the assessment period; however, the team commander may request and be given that information.
- g. There is no time limit on this event, other than the five-minute assessment period. However, the event must be completed in an expeditious manner, while respecting the Colors. Whether a team uses too much time is solely up to the discretion of the judges.
- h. The guards will be permitted to march at Right Shoulder Arms or Port Arms.
- i. The Color Guard Practical Indoor Competition is considered an innovative event. Each team may devise their own plan for positioning the team in keeping with standard drill movements and regulations pertaining to the Colors but the following is expected:
  - (1) The color guard team will march as a team to the designated stage or presentation area.
  - (2) The team will, as a team, face and salute the audience (Present ARMS will be called).
  - (3) The color bearers should proceed to post the flags.
  - (4) The color bearers should face and salute the US flag (Present ARMS will not be called).
  - (5) The team will reform and return to the starting point.
  - (6) When the color guard is directed to retrieve the colors, they will march as a team to the designated stage or presentation area.
  - (7) The color bearers will retrieve the flags, after which the team will reform and march to the starting point.

## ***12. COLOR GUARD PRACTICAL OUTDOOR***

- a. The EM and the judges will select a flagpole to be used for the competition. Its location will be announced at the Team In-Briefing
- b. The EM will determine a starting point for the teams.
- c. The EM will brief the team prior to their entry to the presentation area. This briefing will include instructions regarding the starting point and the location of the Chief Judge for the initial reporting.
- d. Spectators will be required to be in the designated viewing area prior to the start of the event and remain for the duration of the event
- e. Teams waiting their turn to compete will be sequestered out of view of the competition venue. No one may enter this sequestered location once the competition has begun.
- f. The Color Guard Practical Outdoor competition is considered an innovative event. Each team may devise their own plan for positioning the team using standard drill movements and regulations pertaining to the Colors.

- g. The judges (or other designated party) will unfold and refold the flag between each team's performance.
- h. As each team enters the presentation area, the judge to the Chief Judge's right will possess the cased flag. When the color guard commander reports to the Chief Judge, the two judges will face each other. The flag bearer will present the flag to the Chief Judge, who will turn and present it to the color guard commander. When the color guard commander returns with the flag, the Chief Judge will receive the flag, face the judge to the right, present the flag to this judge, face forward again, and then return the color guard commander's salute.

### ***13. WRITTEN EXAMINATION FOR COLOR GUARD***

- a. Spectators and escorts are not permitted in the room during the examination.
- b. Judges will close the doors at the announced time. Once the doors are closed, no one may enter the room.
- c. Judges will collect the examinations from cadets as they finish and require the cadets to exit the room.

## **Attachment 2 - Regulations, Manuals, and Publications**

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The regulations, manuals and publications listed below are to be used by all CGC participants and judges. There will be no other basis for judging the competition. All participants and judges should thoroughly know and understand each of these publications.

- a. CAPM 39-1, Civil Air Patrol Uniform Manual
- b. CAPR 52-16, Cadet Program Management
- c. CAPP 52-18, Cadet Physical Fitness Program
- d. ROE 5.2, CAP Color Guard Competition Rules of Engagement
- e. CAPR 900-2, Use of CAP Seal and Emblem; Use, Display and Ceremonial Destruction of the US and CAP Flags
- f. Leadership 2000 and Beyond, Volume I - Through the Mitchell Award
- g. CAP Drill and Ceremonies Manual (AFMAN 36-2203, Drill and Ceremonies)
- h. Updates to the Rules of Engagement published on the Virginia Wing CGC web page, which can be found at: <http://www.vawg.cap.gov/cadet/cgc2005.html>.

## **Attachment 3 – Cadet Color Guard Competition Score Sheets**

The following score sheets will be used in the scoring of the CGC.

- a. Outdoor Practical Drill
- b. In Ranks Inspection
- c. In Door Practical Drill
- d. Standard Drill

## VIRGINIA WING CADET COLOR GUARD COMPETITION

### Outdoor Practical Drill

TEAM: \_\_\_\_\_ Judge #: \_\_\_\_\_ Judge's Initials \_\_\_\_\_ Max Score: 100 pts

#### Section I Presentation

		Poor			Good			Best				
March in/out	Crisp turns, steady cadence	1	2	3	4	5	6	7	8	9	10	
Report in	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10	
Rope handling	Smooth freeing, securing	1	2	3	4	5	6	7	8	9	10	
Flag handling	Smooth attachment, securing	1	2	3	4	5	6	7	8	9	10	
Raising/Lowering	Smooth flow, cadence, up briskly, down solemnly	1	2	3	4	5	6	7	8	9	10	
Folding	Smooth flow, cadence	1	2	3	4	5	6	7	8	9	10	
Report out	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10	

#### Section II Military Bearing

Overall	Military Bearing, precision, snap	1	2	3	4	5	6	7	8	9	10	
Proper respect	Salute, protection, control	1	2	3	4	5	6	7	8	9	10	
Folded flag	Tightness, red hidden	1	2	3	4	5	6	7	8	9	10	

#### Objective Requirements (Chief Judge only)

	Yes	No
Color guard forms up without rifles, flags, or flag carriers.		
CG commander steps out of formation, reports to Chief Judge, and receives flag.		
Color guard raises flag to top of flagpole, then to half-staff and secures halyard. CG commander does not participate (except to render proper honors).		
Color guard reforms, CG commander commands Present Arms and Order Arms.		
Color guard raises flag up to top of flagpole, then lowers and retrieves flag.		
Color guard secures halyard and folds flag. Color guard reforms and marches to a position 6 paces from Chief Judge.		
CG commander directs Present Arms, steps forward, gives flag to Chief Judge, and salutes. When Chief Judge returns salute, CG returns to join team, directs Order Arms, and departs judging area.		

#### Section III Penalties (Chief Judge Only)

Movements out of sequence		X -30	
Omitting required movements (or any objective item omitted)		X -30	
Boundary Violation		X -30	
Other		X -30	
TOTAL			

**Comments:**

Points Earned	
Section I	_____
Section II	_____
Penalties -	_____
(Chief Judge Only)	_____
= Total Points	_____

## VIRGINIA WING CADET COLOR GUARD COMPETITION In Ranks Inspection

TEAM:\_\_\_\_\_ Judge #:\_\_\_\_\_ Judge's Initials\_\_\_\_\_ Max Score: 100 Pts

### Section I Uniform Wear

		Poor				Good				Best			
Appearance of Uniform	Cleanliness, creases, belt/ buckle, accoutrements, pants length, ribbon order	1	2	3	4	5	6	7	8	9	10		
Alignment	Shirt/trousers, ribbons, rank	1	2	3	4	5	6	7	8	9	10		
Shoes	Shine, condition	1	2	3	4	5	6	7	8	9	10		
Headgear	Proper placement, insignia	1	2	3	4	5	6	7	8	9	10		

### Section II Personal Appearance

Grooming	Hair, shave, cosmetics	1	2	3	4	5	6	7	8	9	10		
Conformance	Standardized appearance	1	2	3	4	5	6	7	8	9	10		
Pockets	Smooth appearance, buttons	1	2	3	4	5	6	7	8	9	10		

### Section III Military Bearing

Color Guard Equipment	Cleanliness, proper wear, Standardization	1	2	3	4	5	6	7	8	9	10		
Poise, Posture	Esprit, confidence, position	1	2	3	4	5	6	7	8	9	10		
Reporting In/Out	Voice quality, proper procedures	1	2	3	4	5	6	7	8	9	10		

### Objective Requirements (Chief Judge only)

	Yes	No
Color guard (plus the alternate) forms up at starting point; marches onto drill pad from starting point, with all color guard accessories except flags. Should have gloves, pistol belts, shoulder cords, identical rifles, and flag slings plus be at close interval; alternate 2 paces behind US flag bearer, guards should be at right shoulder arms.		
Color guard commander directs Half Left About and Halt; team should be 12 paces from judges; US flag bearer centered on Chief Judge, alternate member two paces behind US flag bearer; guards at right shoulder arms.		
Color guard commander directs Present Arms and reports to Chief Judge for inspection.		
Color guard commander directs Order Arms. Inspection commences.		
Color guard commander directs Present Arms, Order Arms, Right Shoulder Arms, Half Right About, March and marches team off drill pad to Chief Judge's left.		

### Section IV Penalties (Chief Judge Only)

Movements out of sequence		X -30	
Omitting required movements		X -30	
Boundary violation		X -30	
Other		X -30	
<b>Total</b>			

Comments:

#### Points Earned

Section I \_\_\_\_\_  
 Section II \_\_\_\_\_  
 Section III \_\_\_\_\_  
 - Penalties - \_\_\_\_\_  
 (Chief Judge Only)  
 = Total Points \_\_\_\_\_

# VIRGINIA WING CADET COLOR GUARD COMPETITION

## Indoor Practical Drill

TEAM:\_\_\_\_\_ Judge #:\_\_\_\_\_ Judge's Initials\_\_\_\_\_ Max Score: 1000 Pts

### Section I Prepost/Posting of Colors

Section I Prepost/Posting of Colors		Poor			Good			Best			
Reporting in	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Voice commands	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Movements	Turns, steady cadence	1	2	3	4	5	6	7	8	9	10
Honors	To audience, to flag	1	2	3	4	5	6	7	8	9	10
Flag handling	Posting, smoothing	1	2	3	4	5	6	7	8	9	10
Obstacle avoidance	Smooth flow	1	2	3	4	5	6	7	8	9	10

### Section II Retrieval Of Colors

Voice commands	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Flag handling	Retrieval	1	2	3	4	5	6	7	8	9	10
Movements	Turns, steady cadence	1	2	3	4	5	6	7	8	9	10
Obstacle avoidance	Smooth flow	1	2	3	4	5	6	7	8	9	10

### Objective Requirements (Chief Judge only)

	Yes	No
Color guard (CG) forms up at the starting point with all color guard accessories.		
Color guard (CG) forms up at the starting point with all color guard accessories.		
Color guard commander (alone and without flag) reports to Chief Judge. (Clock starts at CJ salute)		
Color guard reforms after 5-minute assessment/room setup. Color guard commander (alone, no flag) returns to Chief Judge and reports. (Clock stops when team commander salutes CJ)		
CG goes to designated location, salutes audience w/Present Arms, and posts colors. Flag bearers salute flag w/o Present Arms. CG reforms and retires to the starting point.		
Color guard commander steps forward, salutes, and announces that colors are posted. CG goes to designated location, salutes flag w/o Present Arms, retrieves colors, and team retires to starting point.		

### Section III Penalties (Chief Judge Only)

Movements out of sequence		X -30	
Omitting required movements		X -30	
Exceeding five minutes to assess the room		X -30	
Room setup incorrectly		X -30	
Other		X -30	
TOTAL			

Comments:

Points Earned	
Section I	_____
Section II	_____
Penalties -	_____
(Chief Judge Only)	
= Total Points	_____

## VIRGINIA WING CADET COLOR GUARD COMPETITION

### Standard Drill

TEAM: \_\_\_\_\_ Judge #: \_\_\_\_\_ Judge's Initials \_\_\_\_\_ Max Score: 1000 Pts

#### Section I Performance Of Commands

Section I Performance Of Commands		Poor			Good			Best			
In-place commands	Crispness, precision	1	2	3	4	5	6	7	8	9	10
Marching	Sharpness, discipline	1	2	3	4	5	6	7	8	9	10
Turning movements	Steady cadence	1	2	3	4	5	6	7	8	9	10

#### Section II Precision

Alignment	Dress, distance	1	2	3	4	5	6	7	8	9	10
Uniformity	All together	1	2	3	4	5	6	7	8	9	10
Cadence	Speed, Consistency	1	2	3	4	5	6	7	8	9	10
Posture	Naturalness	1	2	3	4	5	6	7	8	9	10

#### Section III Military Bearing

Voice commands	Crisp, together	1	2	3	4	5	6	7	8	9	10
Flag procedures	Control	1	2	3	4	5	6	7	8	9	10
Poise	Esprit, recovery	1	2	3	4	5	6	7	8	9	10

#### Objective Requirements (Chief Judge only)

	Yes	No
Color guard forms up in rank formation, at starting point; marches onto drill pad from Chief Judge's right with all color guard accessories, guards at right shoulder arms.		
Color guard commander directs Half Left About and Halt; team is 12 paces from judges; US flag bearer centered on Chief Judge; guards at right shoulder arms.		
Color guard commander directs Present Arms and reports to Chief Judge. (Clock starts at CJ salute, stops when team completely exits the drill pad)		

Command	Yes	No	Yes	No	Yes	No
1. Order Arms			10. Half Left About		19. Forward March	
2. Parade Rest			11. Forward March		20. Left About	
3. Attention			12. Half Left About		21. Forward March	
4. Port Arms			13. Forward March		22. Half Left About	
5. Rt Shoulder Arms			14. Right About		23. Forward March	
6. Present Arms			15. Forward March		24. Eyes Right	
7. Order Arms			16. Half Right About		25. Ready Front	
8. Rt Shoulder Arms			17. Forward March			
9. Forward March			18. Half Right About			

#### Section IV Penalties (Chief Judge Only)

Movements out of sequence		X -30	
Added non-required or omitting required movements		X -30	
Done in less than three minutes		X -30	
Boundary Violations		X -30	
Other		X -30	
TOTAL			

Comments:

Points Earned	
Section I	_____
Section II	_____
Section III	_____
- Penalties -	_____
(Chief Judge Only)	
= Total Points	_____

## **Attachment 5 - CGC Team Inbriefing Checklist**

---

### **1. GENERAL INFORMATION**

- \_\_\_\_\_ Distribute schedules/general information in printed form
- \_\_\_\_\_ Point out schedule peculiarities that will prevent teams from returning between events
- \_\_\_\_\_ Explain local restaurants and distribute map
- \_\_\_\_\_ Explain rules regarding flash photography and videotaping
- \_\_\_\_\_ Explain appeals procedure
- \_\_\_\_\_ Announce location and time of end-of-event debriefing with judges

### **2. STANDARD DRILL FOR COLOR GUARD**

- \_\_\_\_\_ Give location of presentation area
- \_\_\_\_\_ Brief any changes in size of presentation area
- \_\_\_\_\_ Brief where team is to report upon arrival at the event venue
- \_\_\_\_\_ Explain method of “call to the presentation area” by the Event Marshal
- \_\_\_\_\_ Brief if athletic shoes with non-marking soles are necessary on presentation area

### **3. OUTDOOR PRESENTATION – COLOR GUARD**

- \_\_\_\_\_ Give location of flagpole
- \_\_\_\_\_ Brief where team is to report upon arrival at the event venue
- \_\_\_\_\_ Explain requirement and plan for sequestering team from view of other teams’ performances
- \_\_\_\_\_ Explain need to deny escorts and/or spectators access to the teams after viewing other teams’ performances

### **4. INDOOR PRESENTATION – COLOR GUARD**

- \_\_\_\_\_ Brief where team is to report upon arrival at the event venue
- \_\_\_\_\_ Describe the flag stands that are available
- \_\_\_\_\_ Explain requirement that no one enter or leave the event once the competition begins

### **5. PHYSICAL FITNESS**

- \_\_\_\_\_ Brief location of event
- \_\_\_\_\_ Explain boundaries and rules for spectators
- \_\_\_\_\_ Address team members not being permitted to run along side of finishing teammates
- \_\_\_\_\_ Review requirements for Category II and Category III physical fitness excuses
- \_\_\_\_\_ Explain that uniforms must be in good taste

### **6. WRITTEN EXAMINATION**

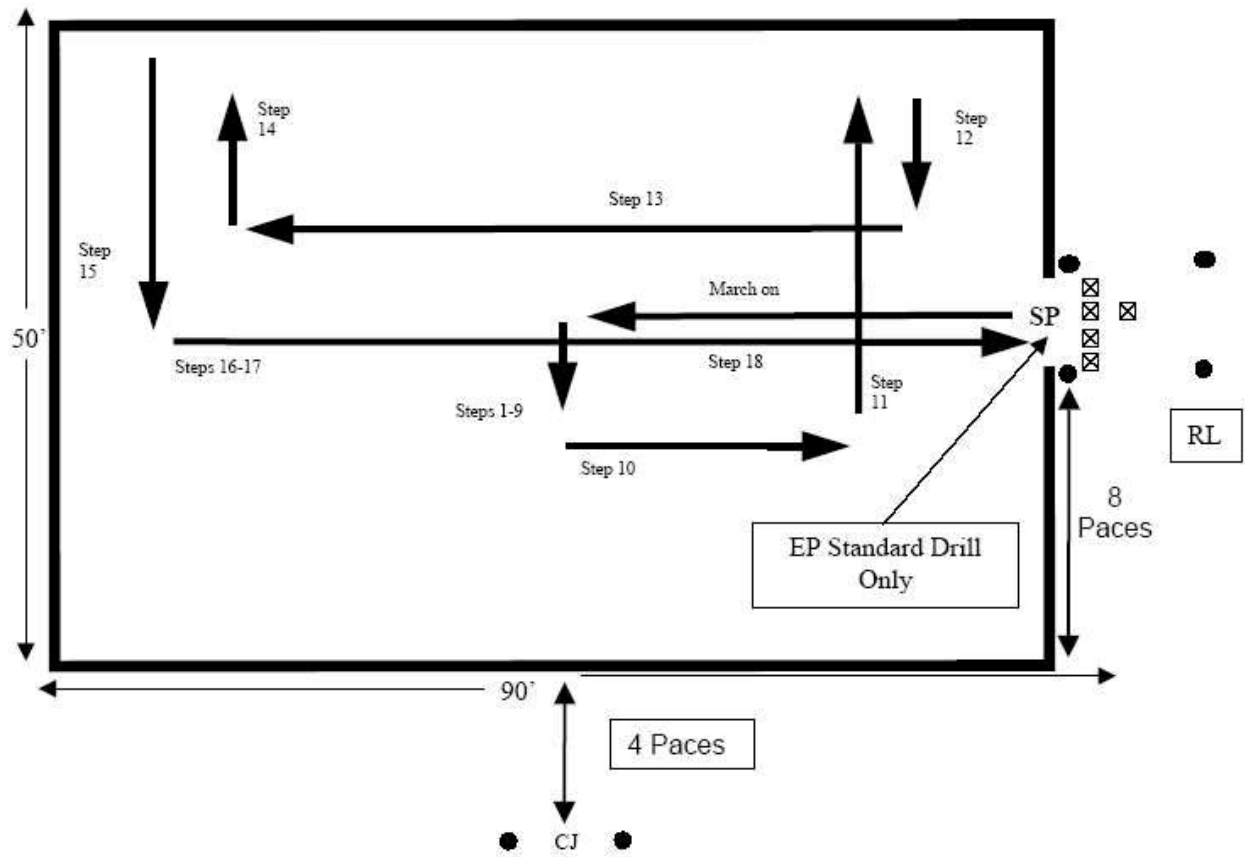
- \_\_\_\_\_ Brief location of event
- \_\_\_\_\_ Brief appropriate uniform
- \_\_\_\_\_ Brief waiting area for escorts and spectators
- \_\_\_\_\_ Brief that team members may have books with them, but books will be collected prior to the examination

### **7. UNIFORM INSPECTION**

- \_\_\_\_\_ Brief location of event
- \_\_\_\_\_ Brief any change in size of presentation area

## Attachment 6 - Color Guard Presentation Area

With Diagram of Standard Drill



CJ: Chief Judge

SP: Start Point

EP: End Point

RL: Ready Line

## Attachment 7 - Mile Run Scoresheet

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TEAM \_\_\_\_\_

Team Member ID	Gender	Time

## Attachment 8 - Manual of Arms

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1. General This attachment describes the Manual of Arms for Color Guard teams. Note: Illustrations used in this attachment are designed to demonstrate proper Manual of Arms procedures. They are not to be construed as accurate examples of proper uniform wear.

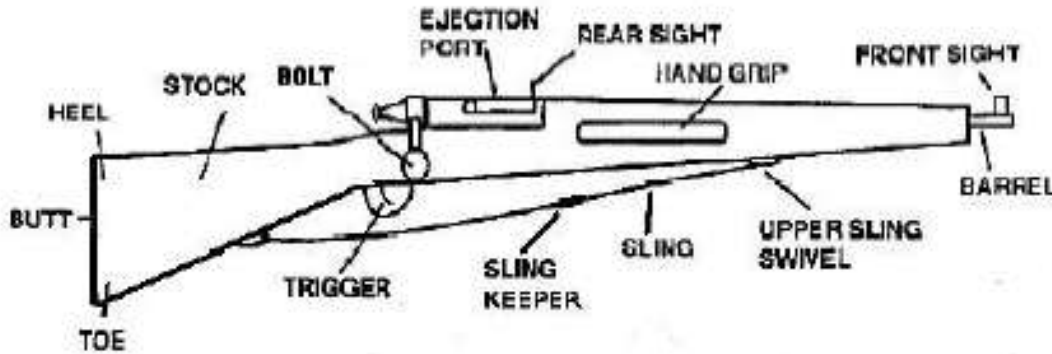


Figure A10-1 - Standard Parade Rifles

- a. At the halt, all movements are initiated from order arms, which is the position of attention with the rifle.
- b. All precision movements are executed in quick-time cadence.
- c. Port arms is the key position assumed in most manual of arms movements from one position to another except right shoulder arms from order arms and order arms from right shoulder arms.
- d. Manual of arms movements are a combination of the position of attention and the procedures for the prescribed movement. Most manual of arms movements are executed with the head, eyes, and body in the position of attention.

### 2. Order Arms

- a. Assume order arms on the command, "FALL IN" or from parade rest on the command of execution, "ATTENTION."

b. At order arms, maintain the position of attention with the rifle. Place the butt of the rifle on the marching surface, centered on the right foot, with the sights to the rear. The toe of the rifle butt touches the foot so that the rear sight and the trigger guard form a straight line to the front. Secure the rifle with the right hand in a "U" formed by the fingers (extended and joined) and the thumb. Hold the rifle at the front sight with the right thumb and forefinger pointed downward, and on line with the flat surface of the handgrip. Keep the right hand and arm behind the rifle so that the thumb is straight along the seam of the trouser leg (see Figure A10-2).

### 3. Rest Position

- a. On the command of execution "REST" of parade rest, thrust the muzzle forward, simultaneously changing the grip of the right hand to grasp the barrel, keeping the toe of the butt of the rifle on the marching surface and the right arm straight (see Figure A10-3). Bring the left arm, fully extended, to the back of the body, uncupping the hand in the process.

- b. Execute at ease in the same manner as parade rest with rifle except turn the head and eyes toward the commander.
- c. On the command “AT EASE” or “REST,” keep the butt of the rifle in place as in parade rest.

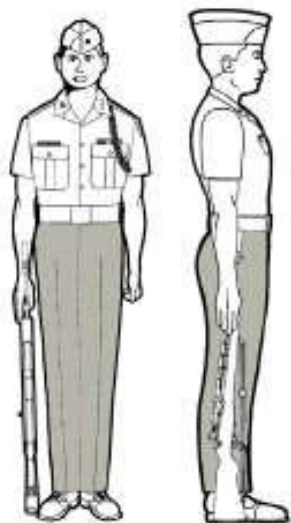


Figure A10-2 - Order Arms

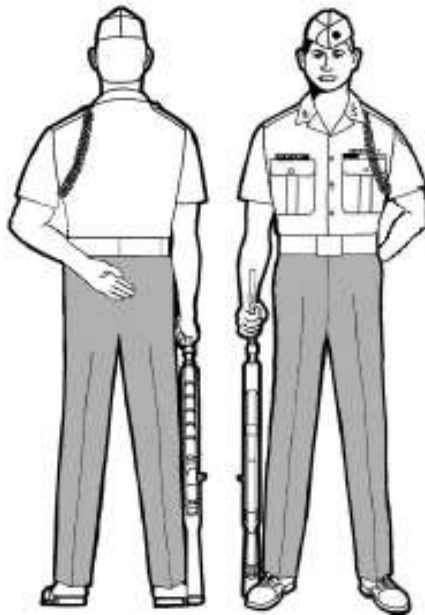
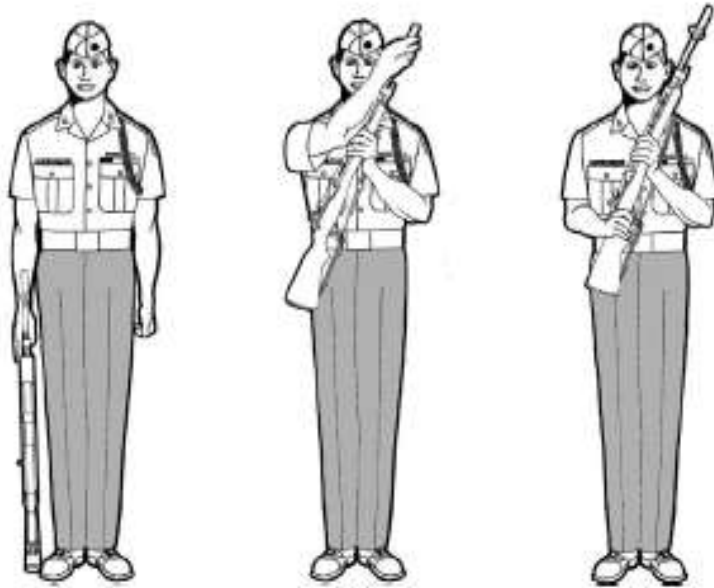


Figure A10-3 - Parade Rest

#### 4. Port Arms

- a. Port arms from order arms is a two-count movement. The command is “Port, ARMS.” On the command of execution “ARMS,” grasp the rifle barrel with the right hand and raise the rifle

diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the handgrip at the mid point of the rifle so that the rifle is about four inches from the body. On the second count, re-grasp the rifle at the small of the stock with the right hand. Hold the rifle diagonally across the body, about four inches away from the body, with the right forearm horizontal and the elbows close to the sides (see Figure A10-4).



**Figure A10-4 - Port Arms from Order Arms**

b. Order arms from port arms is executed in three counts. The command is “Order, ARMS.” On the command of execution “ARMS,” move the right hand up and across the body to the right front of the front sight, grasp the barrel firmly without moving the rifle and keep the right elbow down without strain. On the second count, move the left hand from the hand guard and lower the rifle to the right side until it is about one inch from the marching surface. Guide the rifle to the side by placing the forefinger of the left hand on the end of the barrel, fingers and thumb extended and joined, palm to the rear. On the third count, move the left hand sharply to the left side, lower the rifle gently to the marching surface (see Figure A10-5).

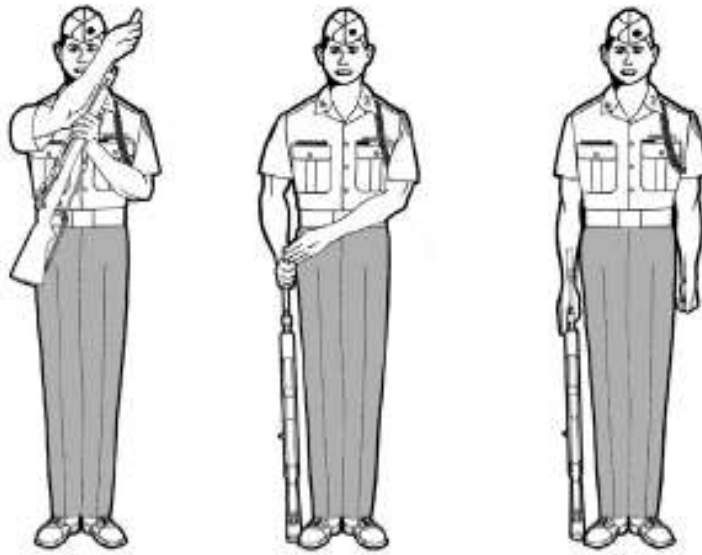


Figure A10-5 - Order Arms from Port Arms

## 5. Present Arms

- a. Present arms from order arms is a three-count movement. The command is "Present, ARMS." On the command of execution 'ARMS,' execute port arms in two counts. On the third count, twist the rifle with the right hand so that the trigger is to the front and move the rifle to vertical position with the ejection port (bolt) about four inches in front of and centered on the body. Lower the rifle until the left forearm is horizontal; keep the elbows in at the sides (see Figure A10-6).
- b. Order arms from present arms is a four-count movement. The command is "Order, ARMS." On the command of execution, "ARMS," return the rifle to port arms. Counts two, three, and four are the same as order arms from port arms.
- c. Port arms is assumed en route to or from present arms when going to or from right shoulder arms. Present arms from or to port arms is a one-count movement.



**Figure A10-6 - Present Arms**

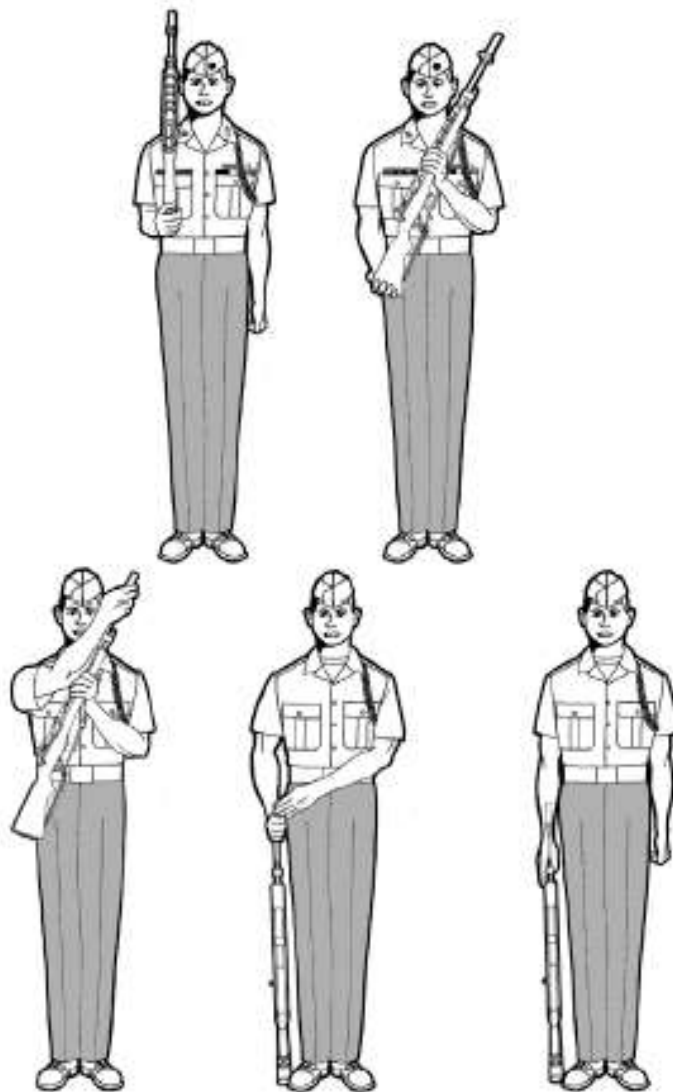
## 6. Right Shoulder Arms

a. Right shoulder arms from order arms is a four-count movement. The command is, “Right Shoulder, ARMS.”

On the command of execution, “ARMS,” grasp the rifle barrel with the right hand and raise it diagonally across the body, keeping the right elbow down (without strain). With the left hand, grasp the handgrip just forward of the ejection port (bolt), ensuring the weapon is about four inches from the body. On the second count, move the right hand from the barrel and grasp the heel of the rifle butt between the first two fingers with the thumb and forefinger touching. On the third count (without moving the head), release the grasp of the left hand (without changing the grasp of the right hand), twist the rifle so that the sights are up and place the rifle on the right shoulder. Keep the left hand’s fingers and thumb extended and joined with the palm turned toward the body. The first joint of the left forefinger should touch the rear of the ejection port (bolt assembly). Keep the elbow down and keep the right forearm horizontal with the right upper arm against the side and on line with the back. On the fourth count, sharply move the left hand back to the left side as in the position of attention (see Figure A10-7).

Figure A10-7 – Right Shoulder Arms

b. Order arms from right shoulder arms is a four-count movement. The command is “Order, ARMS.” On the command of execution, “ARMS,” without moving the head and without changing the grasp of the right hand, press down quickly and firmly on the butt of the rifle with the right hand and twist the rifle (with sights up), guiding it diagonally across the body and about four inches from the body. Grasp the rifle with the left hand at the handgrip just forward of the bolt assembly. On the second count, move the right hand up and across the body, approaching from the right front of the front sight assembly and firmly grasp the barrel without moving the rifle keep the right elbow down without strain. The third and fourth counts are the same as from port arms to order arms (see Figure A10-8).



**Figure A10-8 – Order Arms from Right Shoulder Arms**

## 7. Changing Positions

a. Right shoulder arms from port arms is a three-count movement. The command is “Right Shoulder, ARMS.”

On the command of execution, “ARMS”, release the grasp of the right hand and re-grasp the rifle with the heel of the rifle butt between the first two fingers, with the thumb and forefinger touching. Counts two and three are the same as counts three and four from order arms (see Figure A10-9).

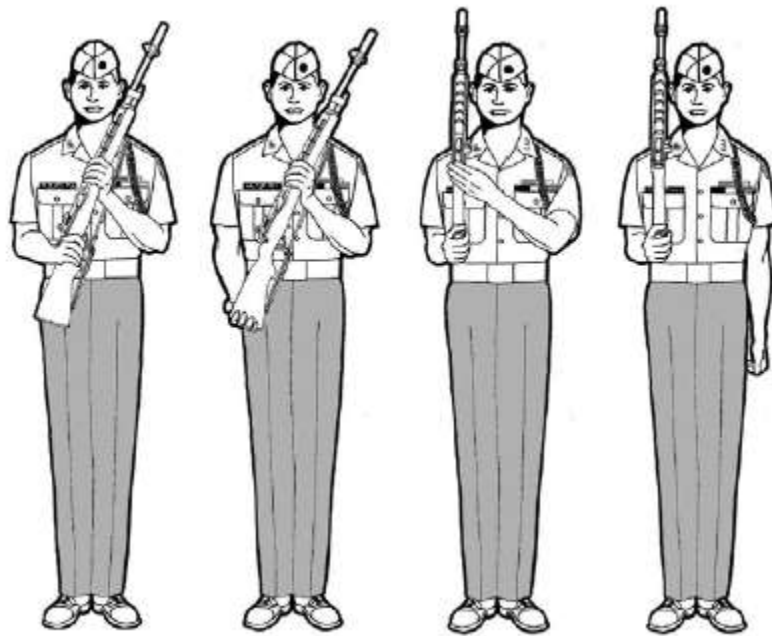


Figure A10-9 – Right Shoulder Arms from Port Arms

b. Port arms from right shoulder arms is a two-count movement. The command is “Port, ARMS.” On the command of execution, “ARMS,” execute count one of order arms from right shoulder arms. On the second count, release the grasp of the right hand, re-grasp the rifle at the small of the stock, and come to port arms (see Figure A10-10).

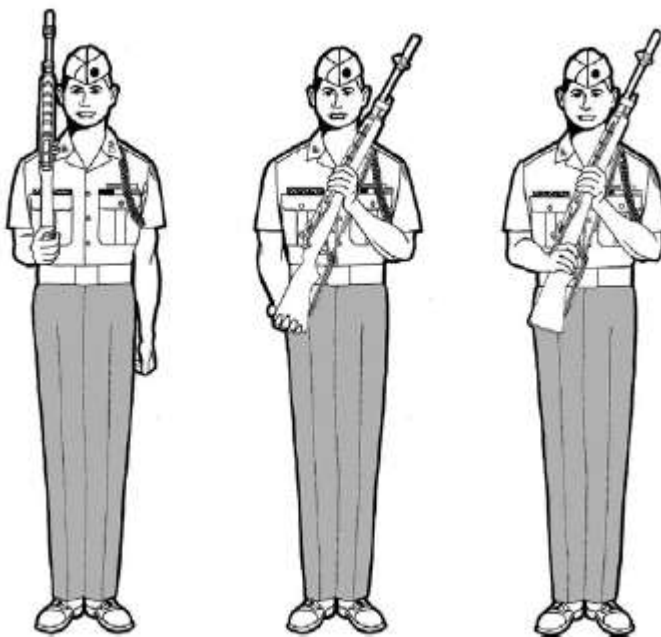


Figure A10-10 – Port Arms from Right Shoulder Arms

c. Present arms from right shoulder arms, while in formation is executed from the halt only. The command is “Present, Arms.” On the command of execution, “ARMS,” come to port arms and then execute present arms (in one count) from port arms.

d. To resume right shoulder arms front present arms, the command is “Right Shoulder, ARMS.” On the command of execution, “ARMS,” execute port arms in one count and then execute the counts as prescribed from port arms.

## Attachment 9 - CGC Event Staff Checklist

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The CGC has two main competitions operating concurrently. Careful planning of resources, personnel and finances can produce an outstanding CGC. The event staff should use the following checklists to insure that all necessary preparations are made prior to the event.

1. Events
  - a. Inspection
  - b. Mile Run
  - c. Standard Drill
  - d. Written Examination
  - e. Indoor Posting of the Colors
  - f. Outdoor Posting of the Colors

### ATTENTION TO DETAIL WILL INSURE THE SUCCESS OF THE CGC: LETTERS

- \_\_\_\_\_ Send letter to all USAF support agencies
- \_\_\_\_\_ Send letter to all CAP support agencies
- \_\_\_\_\_ Send letter to other support agencies
- \_\_\_\_\_ Send Rules of Engagements and event schedules to all affected commanders and DCPs
- \_\_\_\_\_ Contact news media (both print and visual)

### REGISTRATION

- \_\_\_\_\_ Update database to check for eligibility
- \_\_\_\_\_ Print rosters (attendance / rotation sequence)
- \_\_\_\_\_ Check for current ID
- \_\_\_\_\_ Assign staff and Reservists

### COMMUNICATIONS

- \_\_\_\_\_ Print telephone call sheet
- \_\_\_\_\_ Establish radio net and assign radios
- \_\_\_\_\_ Retrieve all radio equipment issued and close net

### ADMINISTRATION

- \_\_\_\_\_ Establish pre-meeting with Chief Reservist and Volunteer Director
- \_\_\_\_\_ Prepare certificates
- \_\_\_\_\_ Print schedules
- \_\_\_\_\_ Print score sheets
- \_\_\_\_\_ Print Guides (plus applicable regulations) for Judges, Reservists, VIPs, and Participants
- \_\_\_\_\_ Secure judges
- \_\_\_\_\_ Secure Reservists
- \_\_\_\_\_ Print orders for Reservists
- \_\_\_\_\_ Verify VIP attendance
- \_\_\_\_\_ Establish orientation briefings for Reservists, judges, VIPs, team leaders, media
- \_\_\_\_\_ Print Written Examination
- \_\_\_\_\_ Add new items to Continuity Book and OPS Order
- \_\_\_\_\_ Put together in-briefing packages
- \_\_\_\_\_ Write appeals procedure for all events
- \_\_\_\_\_ Print appeals procedure and challenge procedure

## STAGING

\_\_\_\_\_ Stage all events (mark off lines, PA system, score sheets, clipboards, stop watches, whistles, judging areas, tally areas, computers, holding rooms, VIP escort, etc.

\_\_\_\_\_ Assign judges, talliers, timers and line judges

\_\_\_\_\_ Secure flag and flag stands for teams who do not bring them

\_\_\_\_\_ Determine waiting areas for escorts during Written Examination

\_\_\_\_\_ Determine spectator boundaries for Mile Run

\_\_\_\_\_ Prepare and post signs on doors of Indoor Posting venue indicating exit restrictions

\_\_\_\_\_ Determine location for End-of-Event Debriefing with judges to review score sheets

## END OF EVENT SHUTDOWN

\_\_\_\_\_ Remind all team escorts to call Wing HQ upon arrival at home

\_\_\_\_\_ Complete After-Action Report

\_\_\_\_\_ Write Thank-You letters

## Attachment 10 – Overall Score Sheet

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### VIRGINIA WING CADET COLOR GUARD COMPETITION OVERALL SCORE SHEET

TEAM	IN RANKS INSPECTION	STANDARD DRILL	INDOOR PRACTICAL	OUTDOOR PRACTICAL	MILE RUN	WRITTEN EXAM	TOTAL

Award	Team	Number of Awards/Certificates
1 <sup>st</sup> Place Team		5 Certificates
In Ranks Inspection		5 Certificates
Standard Drill		5 Certificates
Indoor Practical		5 Certificates
Outdoor Practical		5 Certificates
Mile Run, Male		1 Certificate
Mile Run, Female		1 Certificate
Written Exam		1 Certificate

## Attachment 11 – Event Signup Form

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### Virginia Wing Color Guard Competition Event Signup Form

#### Senior Members

Position	Name	Unit #	CAPID
Head Escort			
Second Escort			
Additional Escorts			

Head Escort e-mail: \_\_\_\_\_

Head Escort Home Phone: \_\_\_\_\_

Head Escort Work Phone: \_\_\_\_\_

#### Cadets

Position	Name	Unit #	CAPID
Cadet Commander			
Team Member 1			
Team Member 2			
Team Member 3			
Alternate (If available)			